

Job Title:	<b>Superintendent of Grounds</b>
Job Description Number:	<b>1211</b>
Department/Division:	<b>Parks &amp; Recreation/Grounds</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>214</b>
Immediate Supervisor:	<b>Deputy Director of Parks and Recreation</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

**Brief Description of the Job:**

Supervise and coordinate the daily operations of the Parks and Recreation-Beautification Bureau. Be able to assist and complete administrative work for the Deputy Director of Parks and Recreation. Assist other department supervisors in the City of Greenville with projects associated with Parks and Recreation and City of Greenville property. Work with Parks and Recreation crews' to help organize and plan their daily activities. . Coordinate planting of Capital Improvement Projects and the Greenville Tree Foundation plantings. Give guidance to fellow employees with questions or concerns that affect their daily work operations. Purchase materials for crews when they are required to properly fulfill the need of the employee. Keep this division compliant with OSHA and State and Federal codes. Inspect trees and plants for insects, diseases, and weed problems. Conduct inspections on the current Beautification facility and keep it in proper working order and appearance. Assist other City of Greenville departments and divisions with answering questions and assisting with projects, under the approval of the Deputy Director of Parks and Recreation. Supervise Special Events and help with the setup, tear down, and cleanup. Assist the Deputy Director of Parks and Recreation with public arboriculture questions and be able to help with tree assessments

**Essential Functions:**

**Administrative Work (70%):** Meet with Beautification supervisors daily. Check daily work reports. Review timesheets with Beautification Supervisors. Communicate with Deputy Director and Assistant Grounds Administrator about daily work activities. Coordinate Greenville Tree Foundation. Meet with staff daily and communicate work task, projects, and expectations. Meet with the public and answer their questions. Speak to Garden Clubs. Create landscape designs for Parks and Recreation and other City of Greenville departments. Regulate division spending. Monitor equipment and report damages or expiration. Type and display documents concerning Beautification business. Handle disciplinary actions with Beautification employees. Coordinate the purchase of work materials, plants, trees, and chemicals for Beautification and Parks and Recreation crews. Meet and coordinate with mortuaries and families concerning grave interments in Springwood and Richland Cemeteries. Problem solve daily as events occur. Create a harmonious work environment for employees. Help crews organize, prioritize, and multi task when executing projects and daily work. Evaluate Beautification supervisors yearly and review other evaluations from all crew members. Meet with utility companies and coordinate with Assistant Superintendent of Grounds on locate request. Coordinate day to day activities of the Beautification bureau.

**Consulting work (20%):** Answer various horticulture questions from Parks and Recreation crews and all other City of Greenville departments. Present a plan of action that is productive and efficient to all

involved. Create a long term solution if applicable for the situation. Minimize cost. Maximize product potential.

**Special Events (5%):** Coordinate with the Assistant Parks and Recreation Administrator. Coordinate with Police, Fire, Sanitation, Street and Special event crews on site. Supervise my crews assigned to special event. Setup and take down tents, podiums, ticket troughs, cash boxes, cones, fencing, banners, etc. Remove litter. Go behind crews and double check areas for completion of work.

**Assist Crews with Maintenance (5%):** Pesticide spraying, irrigation installation and repair, water tap installation, basic grounds maintenance projects, tree installations, soil samples, fertilization, insect identification, fungal identification, weed identification, P.M. of equipment, dig, cover, and grave interments.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires fine dexterity, vision, hearing, and talking. Frequently requires standing, walking, and foot controls. Occasionally requires lifting, carrying, sitting, reaching, handling, kneeling, pushing/pulling, and bending. Rarely requires crawling, climbing, balancing, crouching, and twisting.

**Machines, Tools, Equipment, and Work Aids:** Zero Turn mower, push mower, bed edger, weed eater, hedge trimmers, hand pruners, back pack blower, tiller, tractor, skid loader, front end loader, small track hoe, back hoe, concrete saw, sod cutter, chainsaw, Ditch Witch, truck, trailer, and hand tools.

**Computer Equipment and Software:** Dell laptop, Microsoft, Adobe, ArcGIS, Internet, Ethernet, fax machine, copier, and color printers.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Monthly exposure to respiratory hazards, noise and vibration, and physical hazards. Seasonal exposure to extreme temperature and wetness and/or humidity.

**Health and Safety:** Occasional exposure to mechanical hazards, chemical hazards, and electrical hazards. Rare exposure to fire hazards, explosives, and communicable diseases.

**Primary Work Location:** Office, Vehicle, and Outdoors.

**Protective Equipment Required:** Ear protection, safety glasses, vest, steel toe boots, leather gloves, protective clothes, and hard hat.

## **Non-Physical Demands**

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires emergency situations and noisy/distracting environment.

## **Job Requirements**

**Formal Education:** Bachelor's degree or equivalent in Horticulture, Forestry, or a related field is required.

**Experience:** Over four years of experience as Landscaping Supervisor is required.

**Driver's License Required:** Class B South Carolina CDL license.

**Certifications and Other Requirements:** SC Non-Commercial Pesticide Applicators License.

## **Job Demands**

**Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include mortuaries, Clemson Extension, Garden Clubs, Veterans Association, and Public Utilities. Internal contacts include Fire, Human Resources, Public Works, Fleet Services, and general public.

**Management and Supervision:** Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Semi-complex scope of supervision. This position is responsible for supervising the positions of Beautification Supervisors.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

**Freedom to Act and Impact of Action**

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.